

# Wisconsin ServicePoint

## REPORTING PARAMETERS AND GUIDELINES

**Policy:**

Agency staff will follow HMIS Steering Committee procedures for the release of all data.

**Standard:**

Data released will be aggregated from all clients served for the specified point in time.

**Purpose:**

To outline the procedures for the release of data from the HMIS.

**Resources:**

**HMIS WEB SITE (WISP)**

<https://wisconsin.servicept.com>

**HMIS INFOmed**

[www.hmis.info/default.asp](http://www.hmis.info/default.asp)

**Wisconsin HMIS**

<http://wisp.wi.gov>

**WISP HELP**

[sphelp@commerce.state.wi.us](mailto:sphelp@commerce.state.wi.us)

All data released as aggregated public data must represent all clients served as part of the HMIS for a specified point in time or during a specified duration of time.

**Principles for release of data:**

- ❖ Only de-identified aggregate data will be released except as specified below.
- ❖ Aggregated data will represent all clients served as part of the HMIS for a specified point in time or specified duration of time.
- ❖ No identified client data may be released without informed consent unless otherwise specified by Wisconsin State and Federal confidentiality laws. All requests for such information must be addressed to the owner/participating agency where the data was collected.
- ❖ Program specific information used for annual grant program reports and program specific information included in grant applications is classified as public information. No other program specific information will be released without the written consent.

There will be full access to aggregate data included in published reports. Reports of aggregate data may be made directly available to the public. Parameters of the aggregate data, that is, where the data comes from and what it includes will be presented with each report.

Data will be mined for agencies requesting reports on a case-by-case basis. Requests must be written with a description of specific data to be included and for what duration of time. Requests are to be submitted 30 days prior to the date the report is needed. Exceptions to the 30-day notice may be made. BOH reserves the right to deny any request for aggregated data.